REQUEST FOR PIMS ACCESS
PIMS USER PROFILE

Please _____ ADD _____ Change _____ Delete the following PIMS user profile

Employee Name_____   **User ID:**_____

Telephone No._____ **Ext.**_____   **Soc. Sec.#** _____

E-Mail Address_____   **Fax No.**_____

WVFIMS Organization:_____ **Agency Name**_____

TPX Administrator: Name_____ **Phone number:**_____

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Access Authorization (Please circle the appropriate access)

Organization Access:	I - Inquire	N - None	
History Access:	I - Inquire	N - None	X - Inquire no Actions
WV-11 Access:	I - Inquire	N - None	A - Inquire and Add

Access Definitions:

I - Inquire	=	View records, but no update authority
N - None	=	Cannot view or update
A - Inquire and Add	=	Inquire and Add authority
X - Inquire no Actions	=	View records, but no access to employee action records

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Printer Information: (Information Required if you marked Add WV11 access)

CICS Printer ID: _____ (has to be connected to CICSRA Region)

If you have printer questions please call IS& C help desk at 558-1257.

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Approved by_____ **Title**_____

Date:_____

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(To be completed by PIMS staff)

System Entry completed by:_____ **Date**_____

RACF completed by:_____ **Date**_____

Return completed form to: State Budget Office
Building 1, Room W-310, Capitol Complex
Charleston, WV 25305